

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

03 May 2016

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-053**

**POSITION:** General Supply Specialist (D1958000) (GS-2001-07/09) EXCEPTED POSITION

**LOCATION:** 101st Logistics Readiness Squadron, Bangor, Maine

**SALARY RANGE:**

\$48,968 to \$63,654 per annum **GS-09**

**CLOSING DATE:** 18 May 2016

**AREA OF CONSIDERATION:**

**AREA I** - All permanent and indefinite Enlisted Technicians (**E7 & Below**) in the Maine Air National Guard.

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Experience, education, or training which has provided the applicant with a general knowledge of one or more aspects of the supply field.

**SPECIALIZED EXPERIENCE:** Must have twenty-four (24) months experience for GS-09, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

**GS-09**

1. Knowledge of the organization, regulations and methods of supply systems.
2. Knowledge of the technical requirements governing the accounting of government property.
3. Ability to compute material requirements or estimates for budget, procurement, provisioning or other special programs.
4. Ability to communicate both orally and in writing.

**COMPATIBILITY CRITERIA:** 2SXXX **NOTE:** Personnel who do not possess this AFSC must be prepared to attend the appropriate school.

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil)

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M SESSIONS  
MAJ, AG  
Human Resources Specialist  
(Recruitment & Placement/Compensation)

D1958000

This position is located in the Operations Compliance Function, Logistics Readiness Squadron (LRS), Mission Support Group, at an ANG Aviation Wing. The primary purpose of this position is to provide centralized oversight of critical squadron programs. Measures LRS processes through inventory analysis, surveillance, trends and standards, develops and writes local policy/procedures and performs over the shoulder inspections. Also responsible for all funds management functions including satellite stock fund management in support of unit mission.

**b. DUTIES AND RESPONSIBILITIES:**

(1) Performs analysis on a wide range of technical squadron functions by analyzing historical and current data and identifying deficiencies or potential problems during surveillances or staff assistance visits. Evaluates unexpected fluctuations or trends in statistics, resolves discrepancies, and makes recommendations for change when problems are identified that adversely affect operations. Performs analysis on current or potential problems identified by flight management. Compares supply performance and maintenance interface data with prescribed standards to identify the effectiveness of supply support. Performs in-depth research and special analyses and makes appropriate recommendations for improvement. Facilitates corrective measures when specific actions are required by other elements. Serves as the point of contact for all customer problems unresolved at flight level. Utilizes computer software programs, spreadsheets, databases and graphics to collect, organize, analyze, display, and/or brief management information to customers and/or squadron management staff. Monitors inventory losses by analyses of inventory discrepancies, adjustments, and trends to ensure the integrity of the base resources management system. Receives incoming shipment discrepancy reports and evaluates and performs analyses on incoming and outgoing reports to ensure the effectiveness of the Supply Discrepancy Report (SDR) program.

(2) Develops, coordinates, and publishes local supplements and makes recommendations to assist in the development of major command (MAJCOM) supplements to Air Force (AF) manuals and instructions applying to the Standard Base Supply System (SBSS). Drafts and finalizes operating instructions, which include but are not limited to, alert plans, duty hour, and designation of delivery locations. Recommends changes to higher headquarters when standard procedures are inadequate or erroneous. Documents findings for problems that can not be resolved and forwards compiled data to higher echelons for study and resolution.

(3) Manages the General Support Division (GSD) and monitors the Material Support Division (MSD) of the Air Force Supply Management Activity Group (SMAG) at base level. Develops and maintains trend analysis for stock fund operations and formulates long and short-range projections. Is a member of the Financial Working Group (FWG) and a technical advisor to the Financial Management Board (FMB) and base organizations on the problems affecting the stock fund and Operation & Maintenance (O&M) budget as well as supply and equipment financial management. Briefs upper level supervisors and managers in the interpretation of supply/financial management data reports. Coordinates the preparation and submission of the initial and revised stock fund budget call with the GLSC. Analyzes financial transactions to detect errors and initiates corrective action. Coordinates with the GLSC funds manager for the approval of free issue, forced credit turn-ins, and adjusted stock level requests. Serves as the approval level authority for all inventory adjustments affecting the General Support Division stock fund. Coordinates with the GLSC/SMAG for all adjustments affecting the Material Support Division stock fund. Ensures supporting documentation is attached and certification/approval signatures are obtained on the original Consolidated Inventory Adjustment Document Register (M10) and forwarded to the Customer Support Liaison Element within 30 days of completion.

(4) Analyzes and forecasts financial data to the Wing Finance function, Financial Management Board, and

Maintenance Group regarding impact of Stock Number User Directory (SNUD) price changes that affect obligations. Initiates reverse post actions as required. Reviews and certifies organization cost center records. Maintains and monitors files and listings associated with organization effectiveness and corrects data to ensure accurate calculations of future year funding and flying hour program.

(5) Scrutinizes the operations of all Logistics Readiness Squadron functions by conducting internal surveillances. Develops and maintains a schedule for regular and/or periodic surveillance visits to all elements. Researches and develops checklists, and exercises internal management controls within the LRS. Conducts an exit briefing to discuss identified deficiencies and resolve differences of opinion. Provides a detailed written report of inspection to include procedural clarification to eliminate non-compliance. Drafts replies and provides follow-up for inspection, audit or staff reports. Advises management of compliance and/or procedural changes by squadron or supported activities. Monitors higher headquarters special interest items and establishes special interest items at base level to correct local identified problems. Maintains last two years of inspection, audit, staff assistance, surveillance and analysis reports. Reviews the effectiveness of the reject program. Provides management oversight of Document Control processes. Serves as the focal point for comparison of performance with prescribed directives. Reviews and/or directs the review of all USAF data system design center program releases for impact on supply operations for required procedural actions. Submits requests for changes to system design when errors occur or system fails to perform its function. Resolves procedural SBSS interface problems with other systems or programs that interface with SBSS. Ensures that all flights, elements, and supported activities are notified of changes within their scope of responsibility.

(6) Serves as the Resource Advisor for the LRS. Prepares and manages the operating budget for squadron cost centers.

(7) Plans, develops, and conducts on-the-job training (OJT) as required.

(8) Performs other duties as assigned.